

Registration Agreement



SACRAMENTO STATE
COLLEGE OF CONTINUING EDUCATION

Use this form to have your company/agency billed directly for your enrollment fees. If you will be paying your own enrollment fees, **do not** use this form. Use the **Non-Credit/CEU Registration Form**.

Register in 5 simple steps:

1. Choose your courses.
2. Complete the registration agreement form (one per course).
3. Copy the form for your records.
4. Fax, mail or deliver your registration.
 - **fax** your registration to (916) 278-4865
 - **mail or deliver** your registration to

Sacramento State
College of Continuing Education
3000 State University Drive East
Sacramento, CA 95819-6103.

Participant and company representative
must sign form to process enrollment.

5. Check **www.cce.csus.edu** for
up-to-the-minute course information.

For disability accommodations call
(916) 278-4433 — two-week advanced notice
requested.

PARTICIPANT INFORMATION (Please print clearly in black or blue ink)

☐ Mr.
☐ Ms.

Name - First _____ Middle Initial _____ Last _____

Social Security Number _____ Birthdate _____ / ____ / ____

Home Address (Number, Street, Apt.) _____

City _____ State _____ Zip _____

Company Name _____

Job Title _____

Company Address (Number, Street, Suite) _____

City _____ State _____ Zip _____

() _____ () _____
Work Phone _____ Home Phone _____

() _____ () _____
Fax _____ E-mail _____

Are you a Sacramento State Alumni Association member? ☐ Yes ☐ No Member #: _____

Highest level of education completed: ☐ B.A./B.S. ☐ Trade School/Other
☐ High School ☐ M.A./M.S. ☐ Some College
☐ A.A. ☐ Ph.D.

COURSE INFORMATION

COURSE CODE	COURSE TITLE	START DATE	PRICE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Course information from? Brochure ☐ Catalog ☐ Website ☐ Other ☐

TOTAL \$ _____

I understand that if the company/agency declines to pay the College of Continuing Education for any reason, I may be liable for the entire course and or materials fees and any costs incurred for collection of fees.

BILLING INFORMATION

Purchase Order Number (if applicable) _____

Employer/Agency Registration Contact Person _____ Telephone _____

Company Name _____

Company Billing Address _____

City _____ State _____ Zip _____

Employer/Agency Billing Contact Person _____ Telephone _____

Signature of Student _____ Date _____

This is a binding payment agreement which reserves enrollment space in the class for the participant listed. Upon receipt of this form, the College of Continuing Education considers the participant formally enrolled in the class.

Participants may cancel enrollment up to 24 hours prior to the class start date (excluding weekends and holidays) by calling (916) 278-4433 between the hours of 8 a.m. and 5:30 p.m., Monday through Friday. If another participant will be sent in place of the one listed, please request a **Registration Change Notice** form and send it with the new participant to the first class meeting.

Failure to notify the College of Continuing Education of cancellation 24 hours prior to the course start date renders the signer responsible for the entire course fee. Please refer to the **Non-Credit/CEU Refund and Transfer Policy** for more information. The signer may be liable for any costs incurred for collection of fees.

Signature of Authorized Company/Agency Representative _____ Date _____

Fees to be billed:

☐ Course Fee \$ _____ ☐ Materials Fee \$ _____

All courses, instructors, locations and fees are subject to change or deletion without notice.